

JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-063
Final Filing Date:	November 5, 2008 or Until Filled

Position:	Salary:	Location:
Associate Information Systems Analyst (Specialist)	\$4,619 - \$5,897	Office of Statewide Health Planning & Development Administrative Services Division Information Technology Services Section 400 R Street, Suite 380 Sacramento, CA 95811

WE'RE LOOKING FOR SKILLED IT PROFESSIONALS!

- Do you possess the skills and knowledge to maintain and optimize VOIP and Blackberry systems?
- Can you diagnose and resolve complex system problems?
- Are you looking to work in a team environment focused on supporting business needs?

If so, then we have the job for you! We are looking for skilled IT professionals to use best practices, work with other technical and business staff, and evaluate new technologies, and support OSHPD's communication infrastructure and business needs.

General Statement:

Information Technology (IT) Specialists work individually and on teams to support OSHPD's efficiency systems.

Duties:

- Monitors, configures, installs, and updates VOIP, Cisco meeting Place, Cisco Presence, Blackberry and e-911 systems.
- Configures, installs, and maintains operating systems and files for BES.
- Works with other technical specialists to diagnose and resolve complex system problems.
- Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware; pulls cables and rewires or directs the rewiring of cables as required for new installations and office reconfiguration.
- Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; makes repairs and corrections where required.
- Acts as a technical resource in assisting users to resolve problems with equipment and data; staffs a centralized service desk to facilitate exchange of information and advice; implements solutions or notifies outsource providers as required.

Desirable Qualifications:

- Strong Customer Service skills.
- Strong technical skills and desire to learn new skills.
- Ability to work on teams with other technical staff and with business staff.
- Ability to present ideas and information effectively, both orally and in writing.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list appointment should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD – Information Technology Services Section
Attention: Karan Marsh (**JOB #08-063**)
400 R Street, Suite 380
Sacramento, CA 95811

For more information contact Karan Marsh at (916) 326-3977 or KMarsh@oshpd.ca.gov

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.